

City of Newport Beach - Building Department

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ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
February 2, 1999	Acceptance Criteria for Deputy Inspector Reports	ADM 306.2 UAC

In accordance with NBMC Section 15.02.060, the Newport Beach Building Department will accept reports only from the deputy inspectors, licensed by the City of Newport Beach. The license must be current and in good standing and the inspector must have their valid identification card in their possession at all times when at the job site. No report will be accepted unless it is executed on the Newport Beach Building Department prescribed form.

If work is performed without a City of Newport Beach deputy inspector's license in effect, the following remedies shall apply:

1. If the deputy involved meets our testing criteria for deputy inspector in that category, he may make application and, upon successful completion of our written examination, be certified. He then must redo his testing or reinspect the work and produce new reports.
2. The engineer of record may submit a written report that approves all work that is in question. This report must be worded in a manner satisfactory to the Building Official.

(see attached sample letter)

Jay Elbettar, Building Director

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February 9, 1999

To: All current City of Newport Beach Deputy Inspectors

From: Steve Hook, Senior Building Inspector, City of Newport Beach

Please be advised that as of March 1, 1999, we will only accept deputy inspector reports on the City prescribed form. I have enclosed a copy of our current form. Please use this for a master and make copies as needed to submit to us.

Thank you for your participation in our deputy inspector program and cooperation with this requirement.

Very truly yours,

BUILDING DEPARTMENT

Jay Elbettar, P.E., C.B.O., Director

By:

Steve Hook, Senior Building Inspector